

ESTANCIA ELEMENTARY SCHOOLS FAMILY HANDBOOK

2021-2022

Every Student, Every Day



ESTANCIA SCHOOL DISTRICT BOARD OF EDUCATION VISION STATEMENT

The Estancia School District believes in educating ALL students to become productive and successful citizens. Instructional programs must challenge all students to reach their potential. All other purposes are in support of this.

MISSION

The Estancia School District will provide all students a quality education.

GOALS

Staff at Estancia High School will provide a high quality, comprehensive, academic program to support students in reaching their highest potential.

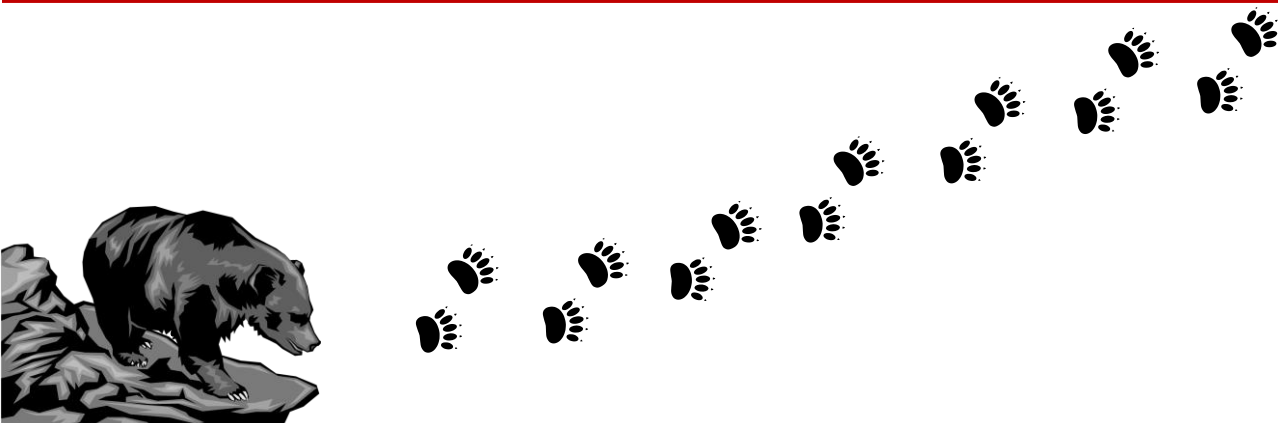


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EQUAL OPPORTUNITY STATEMENT

Estancia Municipal Schools is an equal opportunity educational entity that does not discriminate on the basis of race, color, national origin, sex, disability, religion or any other legally protected classification in compliance with federal and state law.

ATTENDANCE FOR SUCCESS ACT

ATTENDANCE POLICY – In the event of a necessary absence, parents must call the elementary school attendance line at (384-2004) and leave a message no later than 9:30 a.m. *The district's electronic student information system (Powerschool) will call parents automatically throughout the school day.* Upon a student's return, parents must submit a written excuse for the absence to the student's homeroom teacher. **Please see district policy # for complete information regarding the Attendance for Success Act procedures and expectations.**

Students are responsible for making up any and all missed work as deemed necessary by the teacher. Not all lessons that students miss can be replicated with a pencil/paper assignment. When make-up work is given, students are expected to hand in work on time. If a student is absent due to a school approved absence, he/she will be given one day for each day absent to make up missed work unless otherwise extended by the teacher.

Students must be in attendance and must miss no more than four school days within a semester to be considered for excellent attendance. Please help your child develop regular attendance habits. Elementary School is the best time to assist your child in developing good attendance habits. Calling in absences, writing a note the day of return from an absence, and ensuring your child is in school all show the student you care and that attendance is important to your child's education.

TARDY and LEAVING EARLY- The school day begins at 8:00 AM and ends at 3:15 PM.

Students must be in their seats and ready to learn when the bell rings at 8:00 AM. Morning announcements occur from 8:05 – 8:15 AM. Instruction begins at 8:15 AM.

If a student is tardy, parents/students must sign in at the office upon arrival. Excessive tardiness will result in contact from the **Elementary Attendance Secretary/Interventionist or an Elementary Principal. Three tardies will count as a day missed for the purpose of attendance awards.**

Students must stay in school until 3:15pm. Occasionally students have a doctor or dentist appointment. If that is the case, the student will need to bring a note from the doctor. Excessive check outs will result in contact from the **Elementary Attendance Secretary/Interventionist or an Elementary Principal. Students who are checked out early three times without an excuse will count as a day missed for the purpose of attendance awards.**

STUDENT ILLNESS- Estancia Elementary School houses the EMS District Nurse at the Lower Elementary School office her number is 505-384-2071.

In the event that your child becomes ill at school, the District Nurse will report illnesses to the individual student's teacher. The District Nurse will contact parents to pick up ill children or children who may be contagious, IMMEDIATELY. The District Nurse will refer to Powerschool to get in touch and let you know of all child illnesses. **It is important that all phone numbers are current and addresses be provided to the school.**

PLEASE NOTE-In the unfortunate event of an accident at school, where your child is injured, the District Nurse's priority is your child's safety. She will treat your child immediately, make sure they are safe, and then contact you.

SUPPORT INFORMATION

SCHOOL BUS TRANSPORTATION-The Estancia Municipal Schools District has very specific guidelines for all students who ride buses daily.

The first priority of each bus driver is **STUDENT SAFETY**. Students are expected to behave, talk quietly, follow directions, and are to respect their bus driver as the manager/teacher of the bus ride. Bus drivers will contact parents when a student does not follow the bus rules. If the undesired behavior continues, a discipline referral will be submitted to the district Transportation Director, and then to the Principal to be enacted upon.

Students found to be in non-compliance of bus rules can be removed from the bus---with no consideration for alternative modes of transportation, at parent expense.

The privilege of riding the school bus is governed by the state, as well as local regulations. Students will not be allowed to ride any bus other than his/her regularly assigned bus **without filing a request form with the Transportation Director**. Non-bus students must also obtain permission from the Transportation Director.

STUDENT DROP OFF & PICK UP- Students are **NOT TO BE DROPPED OFF** before 7:45AM. Students are to be picked up no later than 3:17 PM.

Parents who drop off and pick up students from private vehicles must do so in the designated drop-off/pick-up area west of the lower elementary school near Central Office. Children who walk to school and other early arrivals should stay clear of the bus area (parents parking in bus loading area or fire marked zones will be asked to move immediately).

Upon arrival to school, students must go directly to the cafeteria. If they are tardy, students must report directly to their building office and check in with the secretary. Students may only be in the school building prior to 8:00 if under the supervision of a teacher and/or parent.

TRANSFER STUDENTS-

New students entering Estancia Elementary must be enrolled by a parent or legal guardian. Students will be admitted if they transfer with a good standing status from another elementary school.

The following documentation is required for children to enroll in Estancia Elementary School:

- Copy of Official Birth Certificate ("Hospital" certificates are not acceptable)
- Up-to-date Immunization records
- Up-to-date Contact Card for the Office

Other requested documentation includes: any previous school records, special education records, grades, and standardized testing information.

STUDENT WITHDRAWAL PROCEDURES- Withdrawal of a student from school **MUST** be handled through the site office.

Parents are requested to contact the school office one-week prior to withdrawal to ensure accumulation of student fees, records, grades, and student designation and complete the appropriate paperwork. Students must return all books and school property, pay fines and fees, and obtain grades from all teachers. Student data **WILL NOT** be sent to another school until the withdrawal process is complete.

STUDENT RESOURCE AREAS/INFORMATION- There are numerous resources and locations that house students on our campus.

Estancia Elementary School is comprised of three (3) separate schools. Kindergarten is housed in our Van Stone building, Preschool and grades 1st-3rd are housed in our Lower Elementary, and grades 4-6th are housed in our Upper Elementary. We have two (2) separate playgrounds for each respective age groups and Physical Education courses are held in our gymnasium located in Van Stone.

Students are allowed access to our District network upon completion of a Technology Users Agreement and compliance with district technology requirements. Short Term Assessments which require the use of technology, are required of ALL students grades K-6. Students who violate technology requirements WILL BE removed from computer access.

Classes are scheduled for library visits on a weekly basis. Books are checked out for a two week period, except for reference books and magazines, which are due the following day. Students in grades PreK-2 may borrow one book at a time, while grades 3-6 may borrow two books.

While the Elementary Schools do not charge for overdue books, students are encouraged to return materials by the due date so others can enjoy them. **Students must pay for lost books.**

TELEPHONES/COMMUNICATION- You may contact the front office at the Upper Elementary at 384-2004 or the Lower Elementary at 384-2007 to leave a message for your child. **Please make sure to call the office prior to 2:30pm**

In an effort to decrease classroom interruptions, all messages will be shared with the classroom teacher during lunch and Activity Block times.

Students need to take care of all personal business before coming to school. If unforeseen problems arise, they may be allowed to use the office phone at the discretion of the teacher and office staff. There are public phones for student calling located in the front office of each school. Students are NOT allowed to make calls from their cell phones during school hours

It is important that all phone numbers are current and addresses be provided to the school.

PARENT/TEACHER CONTACTS- Teachers will communicate regularly with families through email, Class Dojo, Agendas, phone calls, or during scheduled parent/teacher meetings. Messages will be taken for calls that are made to staff members during the instructional day. Staff members will return these calls at their earliest convenience outside of instructional time.

Telephone calls will not be transferred to classrooms during the school day. Students and parents should make arrangements for after school plans prior to coming to school. Classes and instruction will not be interrupted for personal messages.

STUDENT AGENDA- All Estancia Elementary students will receive an Agenda at the beginning of the school year. Agendas provide information about homework, upcoming projects and due dates, as well as daily activities. **Please review the Agenda daily with your child. If you notice the Agenda is not being updated daily, contact your child's teacher.**

Students and Parents are encouraged to keep track of the Agenda and refer to it throughout the school year.

AFTER SCHOOL ACTIVITIES/EVENTS- It is the District's expectation that students exhibit appropriate behavior when on school property.

When participating in after school extracurricular activities, regular school rules apply. Students must have written parental approval to participate in after school activities. It is the parent's responsibility to ensure students get to and from activities and are picked up **immediately** after the activity is completed.

Additionally, there are times throughout the year when families are on campus, or athletic and academic events are hosted in our facilities. **Any children or parents violating our site rules will be asked to leave school premises.**

SOCIAL ACTIVITIES AND FUNDRAISERS – All social activities and fundraisers must be approved by appropriate administration prior to the event.

Students are encouraged to participate in fundraising events, but are NOT required to do so. All fundraisers held by Estancia Elementary Schools must be approved through the Principal's office. The administration works diligently to ensure that fundraisers are practical, affordable, and useful for all families and children. All fundraising proceeds are to be spent on our students.

BREAKFAST/LUNCH PROGRAM- Estancia Elementary is fortunate to receive funding for a free breakfast/lunch program for our students. Breakfast is served to children, in the cafeteria from 7:45am-8:00am.

The lunch schedule is as follows:

- Preschool-1st Grade:
 - 10:55AM-11:25AM
- Grades 4-5
 - 10:55AM-11:25AM
- Grade 6
 - 11:25-11:55AM
- Grades 2-3
 - 11:25AM-11:55AM

MONIES COLLECTED AT SCHOOL- New Mexico State Law requires funds be submitted to the office secretary for daily deposits. A receipt will be provided for all funds collected.

Students are to give any school-related monies to his/her homeroom teacher at the beginning of the day. Staff members are to deliver all money to the office secretary immediately (preferably before 9:00 am).

Parents and guardians may bring money directly to the office before 9:00 am. This gives secretaries time to receipt and deliver monies to the Central Office for deposit in the bank.

FIELD TRIPS- The school may schedule field trips of an educational reward nature.

Due to the nature of field trips, siblings are NOT allowed to attend. Reward trips are grade level specific.

Parents are not to take siblings out of school to attend other sibling's field trips.

Parents are appreciated as chaperones who assist teachers on field trips.

In the event parents wish to take children from field trip sites, prior approval needs to take place via the field trip sponsor. Please submit a release form to the teacher at the field trip. Release forms are in the school office. **The teacher will have extra release forms available on the day of the scheduled activity.**

COUNSELING SERVICES – The Counseling Office is available to all students to assist them during the elementary school years.

Counseling services include, but are not limited to whole group social skills, individual/group crisis intervention/counseling, bereavement, and behavior management.

Counseling Services are comprised of:

School Counselor: Students needing to see the counselor can stop by the counseling office after obtaining teacher's approval. Students may also be referred to the counselor by any staff member or administration.

School Social Worker: Community liaison who works specifically with families, individual children and governmental agencies for the protection of the child.

School Psychologist: Works very closely with individual children who need coping skills, educational plans, and behavior trainings.

Please see our District's Homepage for the services our School Counselors can provide our students and families.

TITLE I – Our school district receives Title I from the Federal Government to assist in the education of our students. It is the District's responsibility to notify you, as parents and legal guardians, that you may request information regarding the professional qualifications of the student's classroom teacher(s) and any paraprofessionals that may work with the students. Thank you for supporting our schools. If you have any questions or comments, contact the Superintendent at the Central Office, PH: 505-384-2001.

SCHOOL ADVISORY COUNCIL – The Estancia Elementary School Advisory Council is established by the EES Principal each school year. The council is made up of parents, community members, EES staff, and administration. It meets regularly to review policy, discuss community concerns, and make site-based decisions/recommendations. Parents interested in serving on the School Advisory Council are encouraged to notify the Principal of their interest at the beginning of each year.

ADMINISTRATION OF MEDICATION – Prescription and over-the counter (OTC) medication may be administered to Estancia Municipal Schools (EMS) students in accordance with District policy 305.3 . **Please see the District Policies on the district page for complete policies and procedures regarding medications on campus.**

SCHOOL VISITORS- ALL VISITORS ARE REQUIRED TO REPORT TO THE SCHOOL OFFICE **WITH VALID ID** TO CHECK IN AND RECEIVE VISITOR DESIGNATIONS. Your child's safety is our first concern...we must be aware of all visitors and people coming onto our campus. In addition, we must be able to account for all visitors in the event of an emergency.

Parents/Guardians are encouraged to become involved in their child's education, however, for student safety, all non-school personnel must check in at the school office and obtain a visitor's pass before entering the school hallways. The school administration reserves the right to cancel visitation passes as safety or organizational needs warrant. Visitors may not be allowed to interrupt the educational process. Please refer to School Board Policy 606.2 and 606.3 – Visitors in the School for more details regarding procedures and expectations for visitors.

Students visiting from other schools ARE NOT permitted at Estancia Elementary School. In this instance, parents will be called to pick up visitors immediately.

Parents, as always, our priority is student safety and instruction, please report to the site main office, our secretary(ies) will make contact with the classroom teacher and in turn your student.

VOLUNTEERS- Estancia Municipal Schools wishes to engage the community and families in the education of our students. **Please visit the school website for the complete Volunteer (#616) policy.**

Persons who wish to volunteer and/or attend school on a regular basis and whose duties/activities include contact with students are required to complete a volunteer packet at Central Office as per Board Policy #616.

SNOW/WEATHER DAYS/EARLY RELEASE/DELAYS- Local television stations and an automated phone call will announce school closures or delayed starts. **DO NOT** leave your student at school in the event of a delay, dangerous conditions, or early release. Estancia weather is unpredictable and often severe. **ALL** children must be supervised and safe.

- **DELAYED SCHOOL DAYS** - On delayed school days, classes will begin at 10:00 A.M. This will be announced as a two (2) hour delay. Breakfast will not be provided for delayed school days. For students riding the bus, individual bus drivers will notify students of their arrival time. If students do not hear from the driver, the bus will be late by approximately 1 or 1 1/2 hours depending on the road conditions in the school boundary area.
- **EARLY RELEASE** - When early release becomes necessary due to an emergency, release time is 1 PM. School staff and/or the EMS automated call system will notify you of the release. In case the school staff is unable to contact a parent of a student who rides the bus, the student will be released at the designated time to the bus driver. The driver is responsible for making a contact with a parent before dropping the student off. If no contact can be made, the student will be returned to school until a parent can pick them up. If buses are unable to run in your particular area and school is open, your child will receive an excused absence.

PARENTAL CONTACT – In addition to the television broadcasts families will receive automatic emails and phone calls via the district's automated electronic student information system (Powerschool).

ESTANCIA SCHOOLS DRESS CODE – Dress that may disrupt the educational process is not allowed at EES. The school staff reserves the right and has the responsibility to intervene anytime they feel that the appearance of a student does not meet these standards. Students violating these standards are required to change into appropriate clothing. With administrative approval, sponsors and coaches may require students to adhere to a different dress code more appropriate for the sport or special event. Exceptions may be made for medical, 504 and/or specified in a student's IEP.

1. Skirts, dresses, and shorts cannot be more than 5" above the knee.
2. Excessively tight clothing, such as Spandex style clothing, are acceptable only when worn under shorts or shirts that cannot be more than 5" above the knee.
3. Hats, caps, sunglasses, hoodies and other types of headgear must be removed upon entering any of the school buildings. Hairnets and bandannas are not to be worn or displayed on school property.
4. Half-shirts, see-through/revealing clothing, or shirts with partial sides or revealing armholes are not allowed. Students may wear sleeveless tops as long as the shoulder strap is at least one inch (1") wide. Shirts that reveal cleavage or the mid-section are not allowed.
5. Pants must fit at the student's waist; they must be large enough to be pulled up to the waist and must not sag below the waist. Undergarments are not to be exposed. Loose belts, any hanging straps or any type of chain are not allowed. Bottoms with slits or tears/holes in clothing cannot be more than 5" above the knee.

6. Clothing exhibiting symbols, pictures, and/or printing that references drugs, alcohol, tobacco of any type, or obscenities/inappropriate words/pictures are not allowed.

7. Clothing/Dress/Make-up styles identified by school staff as indicators of gang-like behavior and/or affiliation are prohibited.

8. Tattoos and body piercings that are distracting to the educational environment must be covered.

All situations cannot be covered in a single document. Therefore, the administration reserves the right to make additions or deletions to the dress code. Students identified as homeless under the McKinney-Vento Act or migrant under Title I part C, cannot be sent home for dress code violations. These students should be referred to our school Counselor or Social Worker for assistance in finding appropriate clothing while in school.

ACADEMIC INFORMATION

PROCEDURES for CLASS PLACEMENT CHANGES- At EES, our goal is to provide a fair and equitable procedure for all parents. We recognize that all parents want what is in the best interest of their child and we ask that all parents recognize that all teachers at Estancia Elementary School are highly qualified educators. All student placements have been carried out with as much consideration to their learning and behavioral needs as possible. The following process is provided for parents/guardians who are concerned about the current placement of their child as it relates to learning. All steps must be carried out in order for requests to be considered by the committee.

Step 1: ALL class placement change requests will be accepted after two full weeks of school.

Step 2: Observe/Volunteer in your child's classroom for a minimum of one hour. Paperwork will be provided with further observation guidance.

Step 3: Observe at least one other classroom within the same grade level. Paperwork will be provided with further observation guidance.

Step 4: Submit a change request form, provided with paperwork, including reflections of both hour-long observations from steps 2 & 3.

Step 5: The class placement change request committee will meet to determine if changes should occur. The committee will consist of the Principal, alternate grade level teacher, and the EES Counselor. Considerations will include, but not limited to: space availability, compatibility between student learning style, teaching styles, and parent observations/reflections of the classroom experience. The committee will make its' decision based upon the listed criteria and what is in the best interest of both the individual child and the class.

Step 6: Parents will be notified by phone of the committee's decision within five days of the completed request submittal.

ESTANCIA MUNICIPAL SCHOOLS GRADING POLICY

412.1 In compliance with New Mexico Administrative Code 6.29.1, Estancia Municipal Schools will have a standardized grading system. All grading and reporting practices will support the learning process and encourage student success. It is the policy of the Board of Education to support its professional staff in this professional duty. District wide grading and reporting practices will include the following components:

- a. A written report to parents regarding the performance of their children tested with New Mexico standards-based assessments;
- b. For grades 2 – 12, a standardized alphabetic grading system, based on the 4.0 scale;
- c. Alignment of all district and school curriculum to the New Mexico content standards with benchmarks and performance standards; and
- d. All school report card grades shall reflect standards-based academic performance.

There are five levels of student achievement relating to the Common Core content standards:

- Level 1: Did not yet meet expectations
- Level 2: Partially met expectations
- Level 3: Approached expectations
- Level 4: Met expectations
- Level 5: Exceeded expectations

The district's grading system is based upon equal intervals as follows:

A or 4 = 100% - 90%

B or 3 = 89% - 80%

C or 2 = 79% - 70%

D or 1 = 69% - 60%

F or No Credit = 59% - 0%

No Credit = insufficient evidence for determination of proficiency level

Kindergarten and First Grade may use an alternative E, S, N, U grading scale with administrative approval.

In order to strike an appropriate balance between practice and assessment, teachers will weigh all scores collected into two basic categories;

1. Lesson and Practice Activities = **40%** (e.g. classwork, homework, group activities, reviews, etc.)
Assigned homework needs to be relevant, attainable, age appropriate, and structured around content with which students have a high degree of familiarity.
2. Unit and Course/Grade Level Understanding and Performance = **60%** (e.g. formative and summative assessments, major performance tasks such as essays, presentations, lab experiences, projects, etc.)

ESTANCIA ELEMENTARY HONOR ROLL- A student's grade point average (GPA) must be 3.2 or better. No student with a grade less than a C will be admitted to Honor Roll. Students with a GPA of 3.0-3.19999 will be recognized as honorable mention.

SCHOOL SUPPLIES- The district will purchase necessary supplies for the beginning of the year.

SCHOOL MATERIAL REPLACEMENT- Students are responsible for all school materials and technological devices that are checked out to them.

Students may be required to pay the cost of replacing materials and or technological devices that they lose or damage.

RETENTION/REMEDIATION POLICY – Students who are not proficient in grade level skills may be recommended to be retained by the classroom teacher.

EMS Board Policy-412.5 Promotion and Retention – Upon satisfactory completion of local requirements and a students' demonstration of proficiency on the state standards set by the Public Education Department in grades one through seven, there are three options for promotion / retention.

412.5.1 The student is academically proficient and shall enter the next higher grade.

412.5.2 The student is not academically proficient and shall participate in remediation. Upon certification by the School District that the student is academically proficient, he / she shall enter the next higher grade.

412.5.3 The student is not academically proficient after completion of the remediation and upon the recommendation of the certified school instructor and school principal shall either be:

- a. Retained in the same grade for no more than one school year with an academic improvement plan developed by the student assistance team in order to become academically proficient, at which time the student shall enter the next higher grade; or
- b. Promoted to the next grade if the parent refuses to allow the child to be retained pursuant to paragraph a. In this case, the parent shall sign a waiver indicating the parent's desire that the student be promoted the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the student assistance team outlining time lines and monitoring activities to ensure progress toward overcoming those academic deficiencies.

Students failing to become academically proficient at the end of that year as measured by grades, performance on school district assessments and other measures identified by the school district shall be retained in the same grade for no more than one year in order to have additional time to achieve academic proficiency.

Classroom Management- Each teacher has well-defined procedures for maintaining an environment conducive to learning. There are structures and routines in place to ensure a safe and disciplined environment. Each teacher is responsible for consistently and equitably applying classroom rules. **All teachers implement positive behavior supports that increase safety and decrease negative behaviors that impede learning.**

In School Suspension (ISS)-

Students who are assigned to In School Suspension will not participate in nor attend any extracurricular activities on the day assigned. Students must remain quiet and constructively occupied with work throughout the day. Suggestions for work include school assignments, other work, silent reading or assigned reflective writing.

Students are not permitted to bring food, candy, or drink during ISS. Students are not permitted to display or use electronic devices in ISS. While in ISS, students who are not following the rules will be given two (2) warnings prior to being sent to the Administrator.

CELL PHONE AND ELECTRONIC DEVICE USAGE – Student cell phone and electronic device (ex. iPod, MP3 players, etc.) use is prohibited during the school day. Phones and devices used during the school day will be confiscated and a parent or guardian will be required to pick up the device from the office.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PHONES OR ELECTRONIC DEVICES.

PROHIBITED ITEMS:

- Alcohol, drugs, tobacco, e-cigarettes and nicotine containers, controlled substances, or drug-related materials.
- Weapons of any kind, including lighters, firearms and knives.
- Music players or ear buds of any kind.
- Large sums of money (unless for a fund raiser, which must be turned in immediately).
- Items of significant value including sports collector cards and other trading cards
- Fireworks, water pistols, or shaving cream.
- Candy or other food to be sold by a non-school sponsored organization.
- Any item that may cause a disruption in the classroom or at school.
- Electronic pagers or cellular phones.
- Athletic equipment (i.e. bats, hard baseballs) unless approved by the principal

TOYS:

Sports equipment, toys and games can draw attention away from learning, they are subject to loss or theft, and could instigate a disagreement among students. Such items should not be brought to school. Please make sure your child does not bring such items unless requested or approved by the teacher. Unauthorized sports equipment, toys or games will be confiscated and kept in the office until the parent picks it up.

702 Anti-Bullying/Cyberbullying Policy

The Estancia Municipal Schools Board of Education believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated. [Please see the district website for a complete Board Policy 702.](#)

Training

All instructional and licensed school personnel shall be provided with annual training on recognition and prevention of cyberbullying.

Legal Reference:

NMSA 1978 § 22-2-21 (2013).

612.4.1 TOBACCO, ALCOHOL, & DRUG FREE SCHOOLS

TITLE 6 PRIMARY AND SECONDARY EDUCATION

CHAPTER 12 PUBLIC SCHOOL ADMINISTRATION - HEALTH AND SAFETY PART 4 TOBACCO, ALCOHOL AND DRUG FREE SCHOOLS [Policy \(612.4.1\) may be viewed in its' entirety on the district website.](#)

ESTANCIA ELEMENTARY DISCIPLINE MATRIX

Offense	Primary Pre-K - Grade 2	Elementary Grades 3- 6
<ul style="list-style-type: none"> Bullying & Harassment Threat/ Intimidation Fighting Fight Instigation 	1. Parent conference; 1 day ISS 2. Parent conference, 2 days ISS 3. Parent conference, 3 days OSS	1. 3 days ISS 2. 5 days ISS 3. 3 days OSS 4. 5 days OSS 5. 7 days OSS
<ul style="list-style-type: none"> Defacing school property Cheating Lying 	1. clean, repair/ compensation 2. clean, repair/ compensation and 1 days ISS	1. clean, repair/ compensation, 1 days ISS 2. clean, repair/ compensation 3 days ISS 3. clean, repair/ compensation, 1 day OSS
<ul style="list-style-type: none"> Disrespectful speech/action Disruptive behavior Defiance Profanity, foul language (or slight variations), obscene materials or gestures 	1. loss of privileges 2. 1 day ISS 3. 1 day OSS	1. 1 day ISS 2. 3 days ISS 3. 1 days OSS 4. 3 days OSS
<ul style="list-style-type: none"> Failure to follow classroom/ school rules Cheating/Forgery 	1. Student conference; parent notified 2. Parent conference; loss of privileges 3. Parent Notified, 1 day ISS 4. 2 days ISS 5. 3 days ISS 6. 1 day OSS	1. 1 day ISS 2. 2 days ISS 3. 3 days ISS 4. 1 day OSS 5. 3 days OSS
<ul style="list-style-type: none"> Horseplay, pushing, running, hitting, kicking Computer misuse 	1. Loss of privileges 2. 2 days Loss of privileges 3. 3 days Loss of privileges 4. 1 day of ISS 5. 2 days ISS	1. 1 day ISS 2. 2 days ISS 3. 3 days ISS 4. 1 day OSS 5. 3 days OSS
<ul style="list-style-type: none"> Leaving school without authorization (truancy) 	1. 2 days loss of privileges 2. 1 day ISS 3. 3 days ISS	1. 1 day ISS 2. 3 days ISS 3. 5 days ISS
<ul style="list-style-type: none"> Sexual harassment 	1. 1 day ISS 2. 3 days ISS 3. 5 days ISS 4. 1 day OSS 5. 3 days OSS	1. 1 day ISS 2. 3 days ISS 3. 5 days ISS 4. 1 day OSS 5. 3 days OSS 6. 5 days OSS
<ul style="list-style-type: none"> Stealing 	1. Loss of privileges, restitution 2. 1 day ISS, restitution 3. 1 day OSS, restitution, referral to (SSO)	1. 1 day ISS, restitution 2. 1 day OSS, restitution 3. 3 days OSS, restitution, referral to (SSO)
<ul style="list-style-type: none"> Vandalism 	1. 1 day ISS; damages repaired/replaced 2. 3 days ISS; damages repaired/replaced 3. 3 days OSS, damages repaired or replaced, referral to (SSO)	1. 3 days ISS; damages repaired/replaced 2. 3 days OSS, damages repaired or replaced referral to (SSO) 3. 9 days OSS, damages repaired or replaced, referral to (SSO)
<ul style="list-style-type: none"> Items not appropriate at school 	1. Item(s) will be confiscated and parents will be notified to retrieve item(s) 2. Item(s) will be confiscated and held for 1 week before parents will be able to reclaim property. 3. Item(s) will be confiscated and held for the semester before parents will be able to reclaim property.	
<ul style="list-style-type: none"> Inappropriate dress, wearing symbols not adhering to dress code 	1. Warning, change clothes and contact parents 2. 1 day ISS, student warning, change clothes and contact parents 3. 1 day OSS, student warning, change clothes and contact parents	
<ul style="list-style-type: none"> Bus misconduct 	1. Parent notified / warning 2. 1 day bus suspension 3. 3 days bus suspension 4. 5 days bus suspension 5. 5-9 days bus suspension or suspension from bus for remainder of the year	
<ul style="list-style-type: none"> Weapons –Possession Arson Assault and/or battery Bomb threats Drugs, alcohol, tobacco - possession, use, sale Unauthorized entry into/use of school facilities 	9 days OSS, law enforcement notified w/ recommended expulsion for one year Possession of Knives, lighters, etc. 1. Warning and possible 3 days OSS w/ mandatory parent conference before student returns to class 2. 5 days OSS w/ mandatory parent conference before student returns to class and law enforcement notified 3. 9 days OSS w/ recommended expulsion	